

CHAPTER 2505  
FAIR INFORMATION PRACTICES

Chapter rescission date pursuant to Iowa Code section 17A.7: 8/12/31

The Uniform Rules on Agency Procedure, 7—Chapters 2500 through 2506, are rules generally applicable to agencies pursuant to Iowa Code section 17A.24. Additions, exceptions, or amendments to the corresponding chapter are below.

[ARC 0428D, IAB 7/8/26, effective 8/12/26]

**801—2505.9(17A,22) Additional definitions.** As used in this chapter:

“*Client*” means a person who has applied for or receives services or assistance from the agency.

“*Custodian*” means the agency or person lawfully delegated authority by the agency to act for the agency in implementing Iowa Code chapter 22. For all commission and department records, including the Iowa Veterans Home records, the custodian is the commandant.

“*Record system*” in these rules means any group of records under the control of the agency from which a record may be retrieved by a personal identifier, such as the name of an individual, number, symbol, or other unique retriever assigned to an individual.

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**801—2505.10(17A,22) Personally identifiable information.** This rule describes the nature and extent of personally identifiable information that is collected, maintained, and retrieved by the agency by personal identifier in record systems as defined in rule 801—2505.9(17A,22). For each record system, this rule describes the legal authority for the collection of that information, describes the means of storage of that information, and indicates whether a data processing system matches, collates, or permits the comparison of personally identifiable information in one record system with personally identifiable information in another record system. The record systems maintained by the agency are as follows:

**2505.10(1)** Military graves registration. These records are collected under the authority of Iowa Code section 35A.5(8). They are maintained in hard copy by the agency, on Iowa Form 582-1002, CPE-94252. Requests for these records should be referred to the commandant.

**2505.10(2)** World War I, World War II, Korea, Vietnam veterans bonus. These records are collected under the authority of Iowa Code section 35A.5(4). They are maintained in hard copy by the agency. Requests for these records should be referred to the commandant.

**2505.10(3)** Iowa war orphans Act bonus applications. These listings are award applications and bonus payments from the war orphans educational fund and are collected in accordance with Iowa Code section 35A.5(4) and maintained in hard copy format. Requests for these records should be referred to the commandant.

**2505.10(4)** Iowa Korean War memorial fund. This listing consolidates contributions of all funds received for the Iowa Korean War Memorial authorized by the governor’s directive of August 1986. These records are maintained in hard copy format. Requests for these records should be referred to the commandant.

**2505.10(5)** Reserved.

**2505.10(6)** DD Form 214, Notification of Separation from Service. This listing provides information to the state on individuals separating from active military service in the armed forces. It is used routinely to establish entitlement by the veteran to county, state and federal benefits, such as hospitalization and educational assistance. Request for verification of service should be addressed to the commandant.

**2505.10(7)** Iowa Veterans Home client case records. Iowa Veterans Home client records contain identifying information, demographic information, financial information, clinical assessment and care information and related documentation. Some of this information is maintained on microfilm. Automated data processing associated with Iowa Veterans Home client records include admission and discharge systems, billing systems, client banking systems, and selected client data systems. Requests for these records should be referred to the commandant. Legal authority for collection of this information and

applicable determinations regarding confidentiality are found in Iowa Code section 22.7 and chapters 35D, 222, 228, and 229. Requests for information from these records should be referred to the commandant.

**2505.10(8)** *Personnel files.* The agency maintains files containing information about employees, families and dependents, and applicants for positions with the agency. The files include payroll records, biographical information, medical information relating to disability, performance reviews and evaluations, disciplinary information, information required for tax withholding, information concerning employee benefits, affirmative action reports, and other information concerning the employer-employee relationship. Some of this information is confidential under Iowa Code section 22.7(11) and 22.7(18).

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**801—2505.11(17A,22) Other groups of records.** This rule describes groups of records maintained by the agency other than record systems defined in rule 801—2505.9(17A,22). These records are routinely available to the public. However, the agency's files of these records may contain confidential information, as discussed in rule 7—2505.7(17A,22). In addition, the records may contain information about individuals.

**2505.11(1)** *Rulemaking.* Rulemaking records may contain information about individuals making written or oral comments or proposed rules. This information is collected pursuant to Iowa Code section 17A.4. This information is not stored in an automated data processing system.

**2505.11(2)** *Iowa commission of veterans affairs meeting records.* Agendas, minutes, and materials deliberated by the commission are available from the commandant. Commission records contain information about people who participate in meetings. This information is collected pursuant to Iowa Code section 21.3. This information is not retrieved by personal identifier nor stored on an automated data processing system.

**2505.11(3)** *Publications.* News releases, literature, and reports regarding the commission, the department, or the Iowa Veterans Home, newsletters from various veterans associations or from the federal government are available from the commandant. Agency news releases, project reports, and newsletters may contain information about individuals, including agency staff or members of agency committees. This information is not retrieved by individual identifier and is not currently stored on an automated data processing system.

**2505.11(4)** *Other records.* All other records that are not exempted from disclosure by law are available from the commandant.

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**801—2505.12(17A,22) Data processing system.** Data processing systems used by this agency do not permit the comparison of personally identifiable information in one record system with personally identifiable information in another system.

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